Purpose. The purpose of the Site Development Standards is to bring under special review those
projects involving building design and the development of land where inappropriate
development may cause a conflict between uses in the same adjoining district by creating
unhealthful or unsafe conditions, and thereby adversely affecting the public health, safety, and
general welfare.

2. Objective

- A. Encourage originality, flexibility and innovation in site planning and development, including the architecture, landscaping and graphic design of development.
- B. Discourage monotonous, drab, unsightly, dreary and inharmonious design.
- C. Conserve the City's natural beauty and visual character and charm by insuring structure signs, and other improvements are property related to their sites, and to surrounding sites and structures, with due regard to the aesthetic qualities of the natural terrain and landscaping, and that proper attention is given to exterior appearances of structures, signs and other improvements, and;
- D. Protect and enhance the City's appeal to tourists and visitors, and thus support business and industry and promote the desirability of investment and occupancy in business, commercial and industrial properties.

3. Types of Development Requiring Approval.

- A. An administrative site plan review shall be conducted when plans are made in the R-0, C-C, C-N, C-H, I-L, I-G Zone District:
 - 1) Conversions of residences to commercial uses.
 - 2) Expansion of existing commercial, industrial, or public facility uses and structures if the expansion is less than 50% of the existing structure or less than 10,000 square feet (whichever is smaller) and exceeds 50% of the market value before improvement or repair is started [Note: if the exterior structural addition, extension or relocation of, or to, an existing structure does not equal or exceed 50% of the market value of the structure before the improvement or repair is started, Site Plan Review approval is not required].
 - 3) Previously approved site plan reviews that are null and void and no changes are proposed.
- B. A site plan review shall be conducted before the City Planning Commission when plans are made in the R-0, P & S-P, C-C, C-N, C-H, I-L, I-G Zone District:
 - 1) For a new structure, exceeding 120 square feet in size, on a vacant/undeveloped piece of property.

- 2) For expansion of an existing structure, which is greater than 50% of the existing structure or greater than 10,000 square feet and exceeds 50% of the market value before improvement or repair is started.
- 3) For a multi-family dwelling having five or more units.
- C. A site plan review within the TC District shall be required as specified below:
 - 1) A site plan review shall be required for a new structure.
 - 2) For an exterior structural addition, exterior extension, exterior remodeling, or other exterior development that requires a building permit or other permit required by this Ordinance, site plan review shall be required for development which equals or exceeds 10% of the market value of the structure before the improvement or repair is started. County assessment records shall be used as the basis for establishing market value.
 - 3) For an exterior structural addition, exterior extension, exterior remodeling or other exterior development that requires a building permit or other permit required by this Ordinance which has a market value below the threshold established above, compliance with the standards in this section shall be processed by administrative action. In processing administrative requests, the Director may waive selected submittal requirements if they are not necessary to determining compliance with this chapter. In addition, the Director may forward any request to the Planning Commission for review if the scale or nature of the proposal merits broader review.
- 4. <u>Planning Commission Authority</u>. The Planning Commission shall approve, approve with conditions or disapprove, the site plans for all buildings or structures in those zoning districts where Site Development Standards are required.
- 5. <u>Site Plan Procedures</u>. The site plan shall be drawn to scale and indicate the following:
 - A. Site Plan to locate where appropriate:
 - 1) Structures, both existing and proposed
 - 2) Driveways
 - 3) Landscaped areas
 - 4) Off-Street vehicle and bicycle parking spaces
 - 5) Points of egress and ingress, including on-site traffic movement
 - 6) Loading areas
 - 7) Utility service and drainage areas
 - 8) Pedestrian pathways and internal circulation
 - 9) Fences and walls
 - 10) Relationship of site to abutting properties

B. Landscape Plan

- 1) Topography, existing grades, elevation and proposed grades
- 2) Existing trees
- 3) Species, size and location of plant materials

C. Architectural Drawings

- 1) Floor Plans
- 2) Any other improvements
- 3) Elevations (existing and proposed)

D. Exterior Surface Specifications

- 1) Type
- 2) Color
- 3) Texture
- 4) Elevations
- 5) Any other improvements

E. Exterior Lighting

- 1) Type
- 2) Height
- 3) Area of illumination

F. Sign Plan

- 1) Location
- 2) Size
- 3) Design
- 4) Material
- 5) Color
- 6) Method of illumination, if lighted

G. Traffic Capacity Plan

- 1) Points of egress and ingress, including on-site traffic movement
- 2) Off-street parking
- 3) A carrying capacity plan detailing trips and general traffic generated by the business activity of full development.
- 4) Vision clearance areas
- 6. <u>Criteria and Standards</u>. Each of the following must be addressed by the applicant in order for the Site Plan Review application to be considered complete:

A. <u>Preservation of Landscape</u>. The existing landscape shall be preserved in natural state, in so far as practicable, by minimizing tree and soil removal, and any other grade changes shall be in keeping with the appearance of developed areas. For all landscaping, live material shall be predominantly used.

B. Landscaping Requirement

1) New Construction

- a) Commercial and industrial development shall provide an amount of landscaping which equals 10% of buildable area in landscaping. Public and semi-public developments shall provide an amount of landscaping, which equals 15% of buildable area. Placement of required landscaping shall not be restricted to within the buildable area, but may be located within the required setback areas.
- b) Multi-family and mobile park development shall provide an amount of landscaping which equals 10% of buildable area in landscaping in addition to open space requirements. Placement of required landscaping shall not be restricted to within the buildable area, but may be located within the required setback area.

2) Existing Buildings and Structures

a) Existing buildings which expand into an undeveloped area, including the building upwards of a structure shall devote the same percentage of landscaping as is listed for new construction in Section 22, 6b. Exceptions may be made in the case where a structure covers the entire lot area, or when expansion of a structure does not exceed 10% of the square footage of the existing building's ground floor area.

3) Landscaping Requirement Prior to Occupancy

a) All landscaping required and approved by site review for Sections b.1 and b.2 aforementioned shall be installed prior to issuance of occupancy certificates. Exceptions to this would be an alternate schedule authorized by the Planning Commission, including cases where a project is being accomplished in phases. In the case of each phase development, all landscaping must be completed for the phase being developed prior to issuance of an occupancy certificate. Exception may be made due to adverse weather conditions upon application to City Manager.

4) Height and Size

a) Height and screening may be emphasized through the planting of deciduous trees. If deciduous trees are used, they should have straight trunks, be fully branched, have a minimum caliper of 1 1/4 inches, and a minimum height of eight (8) feet at the time of planting. Deciduous trees can be supplied bare root provided the roots are protected against damage. Each tree is to be adequately staked.

- b) Evergreen trees and shrubs must be balled and burlapped or in suitable containers in which the tree or shrub has grown for one (1) year. If balled and burlapped, the ball of each tree or shrub shall be firm and burlap sound; no loose ball or made ball will be acceptable. Each tree shall be a minimum of six (6) feet in height, fully branched, and adequately staked at the time of planting.
- c) Ground cover shall be supplied in a minimum 4" size container. Ground cover plantings shall be planted on a maximum of 30" on center and 30" between rows. Rows of plants are to be staggered for a more effective covering. If a 2 1/4" container is used, planting 18" on center may apply within the above guidelines.
- d) Shrubs shall be supplied in one-gallon containers or 9"-10" burlap balls with a minimum spread of 12" to 15"

5) Off-Street Parking Areas

Landscaping shall be used to define, soften and screen the appearance of off-street parking areas from public rights-of-ways.

- a) Evergreen and/or deciduous plant material shall have a minimum height at the time of planting of 18" 24".
- b) Parking lot plants and/or berms shall be designed to allow surveillance of the lot from the street at several points.

6) Special Features

Exposed storage areas, trash receptacles, service areas, truck loading areas, utility buildings and similar accessory areas and structures shall be subject to setbacks, screen plantings and other screening methods to prevent their being incongruous with existing surrounding properties.

7) Live Material, Compatibility and Maintenance

All live material used for landscaping must be compatible with climate and soil conditions prevalent to the coastal areas; thus reducing the risk of costly replacement. All landscaping required and approved through site review shall be continually maintained, including necessary watering, weeding, pruning and replacement.

8) Alternatives

Occasionally strict adherence to the above landscaping specifications may be unduly harsh or found to be in conflict with a particular development plan. A developer may therefore propose alternatives for Commission consideration. Deviations from specified requirements must be shown to the Commission's satisfaction that they are not in

conflict with the overall intent of Section 22,6 which is to promote adequate and pleasing landscaping for development.

C. Signs. As per Section 24.

D. Color - Exterior Structures.

The use of color on buildings, structures, and accessory uses shall be in keeping with the surrounding environment and uses. An appropriate list of colors will be provided by the Commission upon request.

E. Utility Service.

- 1) It shall be encouraged that whenever feasible, electric, telephone and other utility lines shall be located underground.
- 2) Utility lines and installations remaining above the ground shall be located to the rear of the site so as to have a harmonious relationship to adjacent and abutting properties and the site.
- 3) Solid waste disposal containers shall be screened and placed away from public view in an areas as indicated in site plan (as per subsection 6b(6).

F. Traffic Capacity Analysis*

- 1) The Commission may require a proposed development to submit a detailed Traffic Capacity Plan.
- 2) The following requirements are to be dealt with as part of the total Site Development Plan for high traffic generating developments adjacent to highway:
 - a) The analysis shall include alternatives for access to the development from highways, country roads, and city streets.
 - b) The analysis of alternative access should include:
 - (1) Existing daily and P.M. peak hour counts by traffic movements at intersections affected by generated traffic from the development.
 - (2) Projected daily and P.M. peak hour volumes for these same intersections and proposed access points when the development is in full service. This shall be shown by the use of traffic flow diagrams.
- 3) A determination of the existing levels of service and projected levels of service at each intersection and access points studies. These determinations shall be in conformance with nationally accepted capacity manuals or equivalent manuals.

- 4) An analysis of the need for traffic signals. This should include a traffic warrant computation based on the National Manual on Uniform Traffic Control Devices.
- 5) A complete analysis of the trip generation for the development, following the "1976 Institute of Transportation Engineer's Information Report" Trip Generation or the most current information.
- 6) The recommendation made in the analysis should be specific, and should be based on a minimum level of service "D" when the development is in full service. As an example, if a traffic signal is recommended, the recommendation should include the type of signal control and what movements should be signalized. If storage lanes for right and left turns are needed, the recommendation should include the amount of storage needed. If several intersections are involved for signalization, and an interconnect system is considered, specific analysis should be made concerning progression of traffic between intersections.
- 7) The analysis should also include considerations for bicycle and pedestrian usage of the development.
 - * Oregon Department of Transportation, Highway Division, "Minimum Requirements for Traffic Report".

G. Surface Water Drainage

Adequate provisions shall be made to insure proper drainage of surface waters, to preserve natural flow of watercourses and springs, and to prevent soil erosion and flooding as per Section 20, Flood Hazard Overlay Zone.

H. Agricultural Areas

- 1) All rear lot lines abutting the Tillamook County F-1 Zone shall be fenced.
- 2) Additional setbacks and landscaping requirements may also be required as needed.
- 3) In conjunction with the abutting or adjacent Tillamook County F-1 Zone, as part of the requirements for development, the following declaratory statement be entered into the building permit and chain of title.

"The subject property is located adjacent to or abutting an area designated by Tillamook County and recognized by Tillamook City for agricultural uses. Accepted farm practices in these adjacent or abutting areas may create inconvenience for the owners of adjacent properties. However, Tillamook City does not consider it the agricultural operator's responsibility to modify farm practices to accommodate owners or occupants of surrounding property, with the exception of such operator's violation of existing federal and state or local laws."

I. Historic Resources

- 1) Sites currently listed on the Statewide Inventory of Historic Sites and Buildings, as well as any future sites of historic importance, shall be subject to additional site review criteria.
- 2) In addition to the requirements of Section 22(3), any demolition, interior remodeling or alterations to a historic building, or development of a historic site shall be subject to a public hearing. The City shall give 45 days notice to the State historical Office and local historic interest groups of the proposed development in order to determine an appropriate course of action. The testimony of these groups shall be included in the staff report to the Planning Commission.

J. Wetlands Planning Area

- 1) The intent of this subsection is to provide adequate protection for environmentally sensitive areas in all zones within the UGB. Areas of concern include perennial streams, sloughs, rivers, and wetlands with their associated fish and wildlife species and riparian wetland vegetation. The location of these areas is shown in the "Wetland Planning Map for the City of Tillamook City", adopted herein by this reference.
- 2) The following is a list of protection policies for riparian vegetation:
 - a) A setback of 50' shall be required for all buildings and construction that are not water dependent, on all wetlands, mainstreams of the Trask and Wilson Rivers, Hoquarten, Dougherty, and Hall Sloughs.
 - b) Riparian vegetation shall be maintained in the above setbacks where it exists, and is encouraged to be re-established whenever practical.
 - c) For streams and sloughs, setback measurements shall be measured horizontally from the ordinary high water line. For wetlands, setback measurements shall be measured horizontally from the line of non-aquatic vegetation.
 - d) The applicant shall be responsible for obtaining any applicable development permits from State and Federal agencies.
- 3) All structures shall be located outside of areas listed in (2) above, unless direct water access is required in conjunction with a water-dependent use or if the Oregon Department of Fish and Wildlife determines that because of natural features such as topography, a narrower riparian area protects equivalent natural values.

- 4) Exemptions from (3) above and from the applicable setback requirement for the front or rear yard that is opposite the riparian area may be granted without a variance for uses on lots of record as of the date of adoption of this ordinance, where the combination of setbacks required by this section result in a buildable lot depth of less than 45 feet. Exemption from the riparian setback shall be minimum necessary to accommodate the proposed use after the yard opposite the riparian area has been reduced to a width of no less than ten feet.
- 5) In the event of a proposed development within a wetland or setback area, a copy of the proposed development as per Section 22 5(a-g) will be submitted to the O.D.F.W. for review.
- 6) O.D.F.W. shall have a 30-day review period from the date of application in which to provide written comments and recommendations on the proposed development. During this review period, no site alteration shall be allowed to take place. The recommendations issued by the O.D.F.W. will be presented as part of the staff recommendation and shall be followed by the appropriate reviewing body in determining the appropriate development action.

K. Other Requirements

Any other such architectural or engineering data may be required by the Planning Commission to permit the necessary findings that provisions of this Ordinance are complied with.

- 1) In coastal shorelands, proposals for structural shoreline stabilization shall be subject to structural stabilization standards in Section 3.140 of the Tillamook County Ordinance No. 33 (adopted by reference in Section 21 of the Tillamook City Zoning Ordinance).
- L. Historic Architectural Design Guidelines for the Town Center Zone District: To create harmony between the existing architectural character and new elements introduced into the Town Center, all new structures, additions and uses should be compatible with the prevailing character of the surrounding area. Existing buildings in the downtown core reflect architectural styles that were popular as late as the 1940s. The most recognized features from this timeframe are:
 - Buildings with no setback from the sidewalk.
 - Uniform architectural rhythm of alternating columns and bays.
 - Large storefront display windows at street level suitable for commercial use.
 - Upper stories, typically for residential use, with "punched" masonry openings and double-hung windows.
 - Articulated parapets and cornices that vary from building to building
 - Masonry as the predominant building material.

Existing buildings should be restored to their historic forms. New buildings should be compatible with the historic forms described above. In an effort to promote quality design for new infill buildings and the rehabilitation of existing buildings, the following specific guidelines apply.

- 1) Retention of Original Construction. So far as practicable, all original exterior materials and details (including doors and windows) should be preserved.
- 2) Building Width.
 - The width should not exceed that which was traditional for the building styles of the Town Center.
 - The width should maintain the traditional scale and proportion of the building style and be visually compatible with adjacent historic buildings. Where building sizes will not be equivalent or comparable, larger building facades shall be broken down into units that resemble the size of existing storefront facades.
- 3) Roof Form. Roof forms contribute to the identity of the Town Center because historically they were flat with parapets, false fronts or gables concealed by a parapet or false front, in contrast to the pitched roofs in the residential neighborhoods. New construction and rehabilitation should maintain the traditional storefront architecture of the downtown in articulation of its roof forms along the street edge.
 - Roof forms should be consistent with those commercial buildings of the historic period of the Town Center.
 - Parapet and flat roofs are recommended. Pitched roof forms associated with residential structures are not recommended, unless concealed by a parapet.
 - Detailing of the parapets with patterned or relief cornices and stepping is recommended.
 - Tile, shake shingle and thick composition roofs are strongly encouraged. Standing seam metal, corrugated metal, fiberglass, high contrast or brightly colored glazed tile, and crushed rock roofs are prohibited.
- 4) Commercial Storefront. The continuous commercial fronts of the Town Center make for a consistent, pedestrian friendly streetscape for a wide variety of businesses. The storefront is predominately made up of glazing with only structure and decoration revealed. The upper stories consist mostly of wall with "punched" window openings. New construction and rehabilitation should maintain the continuity of the multi-story buildings and the clear distinction between street level storefront and upper floor offices or residences through facade treatment and articulation.
 - a) Entrances
 - Primary entrances should be recessed, glazed and oriented to the street rather than to a rear or interior alley.
 - Tiled floors should be used as they are highly effective in marking the recessed entrance.

b) Windows

- Discourage introducing or changing the location or size of windows or other openings that alter the architectural rhythm, alignment or character of the original building.
- Except for transom windows, windows should not break the plane of the facade.
- Clear plate glass should be used for display windows, and they should be incorporated with transom windows.
- Storefront windows should be no closer than 18 inches from the ground (bulkhead height). The maximum bulkhead height for new construction should be 36 inches.
- Vertical, double-hung windows, either singly or in groups, should be used on the upper levels.
- Use of painted wood or dark-finished metal is preferable to "natural" aluminum.
- When considering new window fenestration (window size, size of window panes, mullion type window materials), it is important that the new design be sympathetic and compatible with the facade theme of the whole block.

c) Storefront Facades

- Vertical structural lines (columns, piers, window patterns) should be carried down to the ground. If the lower storefront materials are different, use similar colors and forms to integrate the building facade.
- Non-historic materials above or below storefront windows (such as small areas of decorative stone) should be replaced with material of craftsmanship, color and texture that distinguishes historic from other buildings.
- Street level columns and bays for display windows should be preserved or used. They should provide a clear visual division at the property line.
- Doors should be accentuated with simple details such as a handsome brass door pull, brass kickplate or an attractive painted sign.
- 5) Cornices and Architectural Detail. Cornices are important architectural elements. They give interest to the roofline, breaking up the flat lines of a straight parapet wall; they give a building its own individuality.
 - Repair existing cornices; if they have been covered up, remove the applied materials and restore; if they have been removed, consider replacing.
 - Sheet metal cap flashing should be kept to a minimum unless the building has a flat parapet wall.
 - If a building has decorative architectural details, clean them to restore their original character or paint them in contrasting colors to accentuate them.
- 6) Awnings. Awnings provide a "ceiling" for pedestrian traffic, which helps to give a sense of enclosure to the street and protection from the elements. Awnings can also enliven the street, with color, texture, and an expression of a business "personality."

- Awnings and canopies should fit within window bays so as not to detract from architectural features of the building or obscure transom windows above display windows
- Marquees may pass over vertical columns or pilasters. Awnings should not pass over vertical columns or pilasters.
- Awnings should have a slope of no more than 45 degrees (most now are about 60)
- The color of the awning should be compatible with the building.
- Flat, horizontal metal canopies suspended by chains or rods, if original, should be used as they provide cover for pedestrians and shade within the store.
- The use of internally illuminated, plastic, barrel awnings are prohibited as they detract from architectural features with incompatible materials that are out of scale.
- 7) Signs. Signs should not be the dominant feature of a building or site, yet they are a key component in identifying businesses and contributing to the livelihood of the street with their individuality. Signs should allow for pedestrian and automobile traffic to identify businesses without detracting from the architecture or overpowering the streetscape.
 - Wall signs, window signs, canopy and blade signs attached to buildings should be compatible in scale without obscuring the architectural features.
 - Blade signs are encouraged; freestanding, plastic and internally illuminated acrylic sign faces are not recommended.
 - Window signs should be at eye level to entice the pedestrian.
 - The use of gold leaf window signs at an appropriate scale is recommended.
 - Historic product signs painted on building sides should be preserved when possible, as they contribute to the character of the commercial area.
 - Murals are prohibited in the Town Center Zone District.
- 8) Streetscape. The Town Center should be a pedestrian friendly environment resulting from a combination of features: storefronts, sidewalks, streetlights and other amenities. New construction and rehabilitation should contribute to making the Town Center an inhabitable place that is pleasant for walking, providing a buffer zone of parked cars between automobile traffic and pedestrians, while also reinforcing the rhythm of the street.
 - Places should be provided for public activities. Informational kiosks, historical markers, and flagpoles are encouraged.
 - People should be provided with certain services: drinking water, places to sit and rest, places to stand out of the rain or sun. Benches should be accessible but out of pedestrian flow.
 - Unsightly signs and unused sign supports should be removed; signs better relating to the pedestrian should be installed.
 - Streetlights and other sidewalk elements should be placed so as not to obscure line of vision of automobiles. Historically appropriate streetlights should be installed.
 - Garbage cans are unattractive and should not be part of the streetscape; trash receptacles should be attractive, serviceable, durable and easily maintained.

- 9) Color. Color can dramatically affect the appearance of buildings and should be carefully considered in relation to the overall design of the building. Color can also affect the apparent scale and proportion of buildings by highlighting architectural elements such as doors and windows.
 - Historic masonry facades should not be painted.
 - Minimize the number of colors on the building's exterior in order to maintain a cohesive appearance with minimum visual distraction. Commercial buildings should use no more than three colors.
 - The color palette chosen for a building should be compatible with the colors of adjacent buildings in the Town Center. Subdued colors are recommended for the overall color scheme. A bright trim color may be appropriate if it can be shown to enhance the general appearance of the building.
 - Bright neon paint colors and large areas of intense white colors should be avoided.

10) Rear Entrances.

- Signs should be modestly scaled to fit the casual visual character of the alley or rear parking area.
- An awning can soften rear facades and provide a pleasant protected space.
- The rear entry door should be wood and glass similar to the front door.
- Security lighting should be modest and should focus on the rear entry door.
- Selective use of tree plantings, potted plants and other landscaping can subtly improve a rear facade.
- Refuse containers and service facilities should be screened from view by solid masonry walls and landscaping to screen walls and help deter graffiti.
- 11) Graphics. The graphics in the Town Center District chapter shall be used as a guide to compliance with the standards in this chapter.
- 7. Application for Site Plan Review. A request for site plan review may be initiated by a property owner or authorized representative. The application shall be filed with the Planning Department, accompanied by a filing fee as determined by the Tillamook City fees schedule listed in Section 10 (8), and by a written statement addressing each of the Criteria and Standards as listed above in Subsection 6 of this Section. The applicant shall also pay the cost of publication and notification as required by Section 10 (3). One (1) copy of the site plan shall be submitted for preliminary approval, and a pre-application conference needs to be scheduled, prior to acceptance of the application, as per the following subsection 8.
- 8. Preliminary Site Plan Approval. A site plan for the total parcel shall be prepared and one (1) copy shall be submitted to the City Planner for review, at the time a pre-application conference is held. If, at the time of the pre-application conference, the City Planner finds that the site plan meets the requirements of Section 22 (5) & (6), the application shall be prepared for the Planning Commission for review and a hearing, according to the application procedures described in Section 10. Additional materials may be requested that are essential to the proposed use, site or its relationship to surrounding properties.

- 9. <u>Final Plan Approval</u>. Within 45 days of submission of the application, after preliminary plan approval, the Planning Commission shall approve, approve with conditions, or disapprove, the site plan. In approving the plan, the Planning Commission shall find that all applicable provisions of this Ordinance are complied with. The decision of the Planning Commission shall be final unless appealed to the City Council.
- 10. <u>Appeal</u>. The applicant or any person withstanding may appeal a decision of the Planning Commission to the City Council on the form prescribed by the City. Such appeal shall be filed with the City Recorder within ten (10) days of the decision of the Planning Commission. The appeal shall be placed, if possible, on the agenda for the next regular Council meeting. The City Council shall review the site plan and shall approve, approve with conditions or disapprove the plan based on the considerations listed in subsection 6.
- 11. <u>Revisions</u>. Revisions made by the applicant to an approved site plan shall be made pursuant to the procedures set forth in this section. Where required Site Plan Approval has been granted, it shall be unlawful for any person to cause or permit the proposed construction, alteration, improvement or use in any manner except in complete and strict compliance with the approved site plan.

12. <u>Time Limitation</u>.

A. Site plan approval shall be null and void after one (1) year, unless a building permit been issued and substantial construction has taken place.

(Added by Ordinance #1187, effective 12/03/03)